Step 1: Create an iMapInvasives account

1. Go to NYimapinvasives.org and click Login in the top right.
2. Enter your info. Under Jurisdiction, select the primary state in which you will collect data.
3. Click Join and you will receive an email (check spam folder!)
4. Click on the hyperlink (“click here”) in the email, and it will take you to the User Agreement.
5. After reading, click Accept Agreement and you will see a pop-up box that says “Account Activated”. Click Log In.
6. Type your username (email) and password and click Log In.

Step 2: Joining Organizations and Projects (optional)

1. If you are collecting data on behalf of an organization, ask them which organization or project to join. Login into iMapInvasives, click the menu icon in the top left corner of the screen and select “Your Account” from the drop-down.
2. Click Edit on the top right.
3. Scroll down to the organizations box and click “Request to Join …”
4. Type your organization into the search bar and click your organization in the drop-down.
5. Click “Request to join …”
6. Press Save on the top right or your account.
7. Now, this organization will appear on your account. You will be listed as Pending until the admin for your organization changes you to Member.
8. Repeat these steps with the “Projects” box if you want to join any projects.
Step 3: Installing and setting up the mobile app

1. In the App Store or Google Play Store, search for iMapInvasives App by SUNY-ESF.

2. Click install, then open the app and you will see a list of preferences.

3. Select the Jurisdiction Species List based on what you chose in Step 1.

4. Likewise, enter the username (email) and password used for Step 1.

5. Click the Retrieve iMap Lists button.

6. You should receive the message below- click “OK”. If you don’t get this message, try again or contact your trainer.

   **TIP:** If you get an error message, you may have a typo; test logging in online. If that works, carefully retype username and password on the app. Make sure your device does not add a space at the end.

7. You will be asked to allow the iMap App to access your device’s location. Click allow to enable the app to record GPS coordinates when collecting data.

   **TIP:** Click Customize Species List and pick species you expect to report—these can be species you are interested in, already know, or will learn about in your training. You can still access the full list as needed. This simply allows you to use a shorter list of the species you are interested in.

8. You can adjust picture quality, zoom level, etc., but the defaults are fine.

9. Select the organization and/or projects you want your observations to default to. You can also enter these manually later on.

   **TIP:** Add “Fake species” to your list – great for practice observations

Click “Save” and you are ready to map invasive species!

Questions? Contact: imapinvasives@dec.ny.gov

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